

Armory/Mobility Weapons Storage Area

ARMORY/WEAPONS STORAGE AREA PROCEDURES

COMPLIANCE WITH THIS PUBLICATIN IS MANDATORY

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This operating instruction establishes procedures for personnel performing wing mobility vault duties. Procedures for the storage, care and issue of arms/ammunition for the operation of the Arms/Equipment Section are contained herein. This operating instruction implements DoD 5200.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition and Explosives*, AFI 31-101, *Air Force Installation Security Program*, AFI 31-207, *Arming and Use of Force by Air Force Personnel*, AFM 31-229, *USAF Weapons Handling Manual*, and AFI 36-2226, *Combat Arms Program*. Military personnel in violation of this operating instruction may be prosecuted under the Uniform Code of Military Justice (UCMJ). This instruction applies to all units assigned to the 919ths Special Operations Wing.

1. RESPONSIBILITY: It is the responsibility of all personnel, with unescorted access authorization, to comply with these procedures and other applicable directives.

1.1. Personnel with unescorted entry authorization will use the following opening procedures:

1.1.1. Check outer door for signs of unauthorized entry.

1.1.2. Remove 9mm pistol from the weapons safe. Remove two clips of 9mm ammunition from the bottom drawer placing one in the reserve pouch on your pistol belt and the other to be loaded into the weapon at the clearing barrel. A lone individual entering the storage area should call the security forces desk (2-2502) to request an armed escort prior to entering the main vault.

1.1.3. Close the safe and annotate the SF 702, **Security Container Checklist**. Prior to entering the vault sign the SF 702 located on the weapons vault door. Open outer and inner vault door and secure the inner door behind you. Deactivate IDS alarm.

1.2. The Senior Security Forces (SF) Air Reserve Technician (ART) and NCOIC Combat Arms will:

1.2.1. Ensure personnel authorized unescorted entry to the vault are trained and knowledgeable on all procedures and requirements for proper control and protection of arms and equipment.

- 1.2.2. Establish and maintain an appropriate level of serviceable weapons and ammunition to ensure mission accomplishment.
- 1.2.3. Ensure all weapons and ammunition are properly stored and appropriate explosive licenses are obtained, current and properly posted.
- 1.2.4. Ensure a weapons denial list is posted at the weapons issue point.
- 1.2.5. Ensure during the 1st Unit Training Assembly (UTA) of each quarter, the weapons custodians inventory all assigned ground weapons and document results in accordance with AFI 31-101 by verifying seal numbers. Record weapons inventory on AF Form 1473, **Gun Equipment Room Inventory**.
- 1.2.6. Ensure the preparation and processing of all forms for issue, turn-in and storage of firearms, ammunition and mission oriented equipment are accomplished.
- 1.2.7. Inspect the vault for cleanliness and ensure weapons rack storage areas are serviceable. Correct discrepancies when noted and take appropriate action to correct deficiencies.
- 1.2.8. The Senior ART or designee will conduct an area inspection for fire deficiencies and annotate the results on AAC Form 92, **Fire Prevention Inspection Record**. This will be accomplished on Saturday of each UTA.
- 1.2.9. Ensure AF Form 439, **Robbery Checklist**, is posted beside each telephone at the issue point and AF Form 440, **Bomb Threat Aid** at each phone within the facility.
- 1.2.10. Ensure the vault door combination is changed annually, when compromised or when there is a change in personnel on the vault unescorted access list. NOTE: If a round of ammunition is discovered missing, an AF Form 1168, **Statement of Suspect**, will be accomplished by the weapons custodian and turned in to the Senior SF Air Reserve Technician, NCOIC Combat Weapons and the Munitions Shop Supervisor.
- 1.2.11. Conduct a duress system check with the Security Forces Control Center (SFCC) Saturday of each UTA and record the results of the test on AF Form 2530, **Alarm System Test Record**. Also a monthly (Saturday of each UTA) check of all motion detectors, and magnetic door contacts will be conducted and results recorded on AF Form 2530. NOTE: The on duty armorer/weapon custodians must ensure all individuals are certified on the weapons they are being issued.
- 1.2.12. Ensure government owned firearms retained in the vault are not issued to those personnel whose names appear on the "DO NOT ISSUE" listing or those who have been disqualified for cause, unless written approval is obtained from the individual's unit commander.
- 1.2.13. The NCOIC, Arms & Equipment or the NCOIC, Arms Room, will approve exceptions for equipment issue to other organizations.

1.2.14. Check the condition of equipment upon issue to ensure serviceability and identify any damages and record on AF Form 1297, **Temporary Issue Receipt**.

1.2.15. Do not issue weapons unless an individual knowledgeable of the weapon to be cleared is present at the clearing barrel to perform weapons clearing procedures. Weapons issue procedures will be IAW AFM 31-229, *USAF Weapons Handling Manual*.

1.2.16. The Senior Air Reserve Technician or designee will annually conduct a facility inspection utilizing the Firearms Activity Inspection Checklist generated by the 96 SFS/SFOSP.

1.3. The 919 SOW/CC will approve unit commanders' nominations of all persons requiring unescorted entry to the vault. The entry access list (EAL) will be posted in the weapons vault area. Notify the Senior SF Air Reserve Technician when an individual with unescorted access separates or retires or is otherwise disqualified to be armed. The unit weapons custodian will generate a letter with the unit commander's signature stating "member is no longer qualified to be armed". An updated weapons denial list will be kept on hand inside the wing storage area.

1.4. Weapons custodians will conduct a check of the AF Form 1297, on file to ensure additional equipment has not been issued to individual out-processing.

2. EMERGENCY SECURITY OPERATIONS (ESO): The Senior SF Air Reserve Technician will:

2.1. Initiate a recall of all 919 SFS vault personnel, utilizing the recall roster maintained in the Authorization Letter Book.

2.2. Unlock all M-16 racks.

2.3. Prepare AF Form 1297's, or Temporary issue cards for Emergency Security Operations issue. **Note: In the event of an accident or fire, the on-duty armorer will call 911 to notify the fire department, medical, security forces, the 919 SOW Command Post and 919 SOW/SE.**

3. CONTROL OF KEYS AND LOCKS:

A current roster of personnel authorized to receipt for keys to racks/containers containing firearms or munitions will be maintained in the vault. Keys to weapon containers must be maintained separate from other keys. The Senior SF Air Reserve Technician is designated as the key custodian for the vault. (IAW DOD5100.76M cannot be the same person who controls access to building) The following procedures apply:

3.1. Arms and Equipment Room Attendants will ensure that only those personnel whose name(s) appear on the listing are allowed to receipt for keys.

3.2. Keys will be controlled/issued using AF Form 2432, **Key Issue Log** and inventoried Saturday of each UTA. The completed form will be maintained for 30 days and disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule*.

3.3. The Senior SF (ART) or NCOIC, Combat Weapons will insure that all keys and locks are inventoried semi-annually, a copy of the inventory maintained on file for one year and then disposed of in accordance with AFI 31-101.

3.4. Weapons container and seal numbers affixed to containers storing ammunition or firearms will be recorded on the AF Form 1473, **Gun Equipment Room Inventory** and maintained inside the weapons vault. Each primary weapons custodian will maintain a list of their weapons containers and seal numbers. These numbers will be checked against numbers on AF 1473 located inside of the vault prior to all weapons inspections. When seals are changed the weapons custodians will update the AF Form 1473.

3.5. Seals must be attached to the container in such a manner as to preclude surreptitious entry, i.e., removal of hinges or firearms.

3.6. Only the designated unit weapon custodians are authorized to change seals.

3.7. Each time a seal is changed, a complete inventory of the contents in the container is required. A new seal attached, and the number of the seal and the container annotated on the AF Form 1473. Primary weapons custodian, unit and container number will be displayed on each end of each weapon storage container.

4. AMMUNITION STORAGE:

4.1. 919 SF resource protection ammunitions will be stored in a designated area, by type and lot number.

4.2. When ammunition is stored in weapons magazines it will be inspected at least monthly for serviceability. The Senior SF Air Reserve Technician will turn defective ammunition into the 919 MXS/LGMW. When weapons are issued a ten percent check will be conducted during each turn-in to validate accountability. Note: IAW AFRC Sup to item T.O. requires documentation of this inspection.

5. SAFETY PRECAUTIONS:

5.1. Signs depicting "No Smoking" will be posted in the clearing barrel area.

5.2. Personnel limits (maximum of seven) will be posted on the vault door.

5.3. Only one individual at a time will be served at the issue windows.

5.4. Cleaning solvents will be available to conduct weapons cleaning. Solvents will be stored in such a manner to comply with all applicable environmental/safety directives.

5.5. Two fire extinguishers will be located in the vault.

5.6. A fire symbol indicating class of munitions stored inside the weapons vault will be posted near the southeast entrance.

5.7. Explosive license will be approved and in place before storing munitions not already covered on current license. Any deviations will be coordinated with 919 SOW/SE and 919 MXS/LGMVW.

5.8. The vault will be maintained in a neat and, orderly state, free from fire and safety hazards at all times.

5.9. Ensure the entrance way is clear when opening the outer door for personnel entering/exiting the vault.

5.10. The weapons clearing NCO personnel will wear protective equipment (safety glasses) during loading and clearing operations. Additional requirement contained in AFI31-229.

5.11. Munitions will not be handled roughly (rolled, tumbled, dropped, dragged, or thrown).

6. PHYSICAL PROTECTION: The exterior door will be locked at all times. If for any reason the Armorer departs the vault (Bldg 3009), both the inner and outer doors will be secured, the alarm system set in the secure mode.

7. Entry Procedures:

7.1. Only those personnel on the vault entry access list will be granted unescorted entry into the vault. Visitors will be signed in/out on AF Form 1109, **Visitor Register Log**.

7.2. If unauthorized personnel attempt to gain entry into the vault, activate the duress alarm and take cover.

7.3. Weapons racks will be locked at all times when weapons are not being issued or turned in.

8. STORING OF OTHER UNITS SMALL ARMS:

8.1. TDY personnel requesting storage of small arms in the wing weapons storage facility will submit a request in writing through the 919 SF/CC, Senior SF Air Reserve Technician or NCOIC Combat Arms. An organization eligible for this storage under the provisions of AFI31-209, as supplemented, will receive an AF Form 1297 for the small arms. The AF Form 1297 will reflect the printed name, grade, organization, and duty phone of the individual releasing the small arms for storage.

8.2. Organizations storing weapons in the vault will provide advanced notification when weapons will be drawn. A letter signed by the unit commander, listing the individuals authorized to sign out the weapons (i.e., full name, rank, SSAN) will be provided to 919 SF prior to storage. When one of the authorized individuals wishes to sign out one or more of the weapons, the following applies:

8.2.1. The individuals DD Form 2AF, **United States Armed Forces Identification Card**, is checked against the authorization listing.

8.2.2. Small arms issued on AF Form 1297 will contain serial number and type of weapon of weapons to be issued.

9. NCOIC COMBAT WEAPONS ADDITIONAL DUTIES:

9.1. The NCOIC Combat Arms will conduct a quarterly inventory by comparing the original AF Forms 1314, **Fire Arms Registration** with the custodian's list and the weapons in storage. The NCOIC Combat Arms will certify that a comparison was made and all weapons are accounted for. NOTE: additional requirements are listed by the Eglin SFS for resource protection, i.e. anti-robbery and inventories

9.2. The NCOIC Combat Arms will inspect all 919 SOW weapons IAW AFI 36-2226, Chapter 6, *Combat Arms Program* for cleanliness and serviceability

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Commander

Attachment 1**Building 3009 Pre-Operation Safety Briefing Checklist**

This pre-operation Safety Briefing Checklist will be filled out and briefed before any explosives operation is performed in building 3009. The purpose of the checklist is to maximize safety during operations by ensuring personnel are aware of all explosive hazards involved and appropriate actions to take in the event of an emergency. Personnel will be familiar with all the hazards involved prior to performing any tasks

1. Explosive and Personnel Limits:
2. Explosive limits, operation to be performed and munitions involved:
3. Hazard/Class Division:_____ Compatibility Group:_____
4. Firefighting Direction Symbol:_____
5. Explosive Limits:_____ Explosive Hazards:_____

Note: Highest overall Hazard Class/Division present in building should be taken into account when evacuating personnel and determining firefighting capabilities

6. Withdrawal Distance_____ (Feet) Evacuation Assembly Point:_____
1.1– 4000’
1.2– 2500’
1.3 – 600’
1.4 – 300’
7. Personnel Limits: Supervisors_____ Workers:_____ Visitors:_____
8. Exact Location: Southeast corner of bldg 3009.
9. Safety equipment: Safety glasses

Note: Remember Cardinal Principal of Explosive Safety; “Expose the minimum amount of people to the minimum amount of explosives for the minimum amount of time”.